Facilitator Cathy Pearson called the meeting to order at 3:02 p.m.

Approval of January 13, 2014 minutes
Susie moved to approve the minutes, seconded by Shelly. Motion carried.

Mobbying/bullying training update
The trainers met on April 1st. Therese Callaghan, Mark Rowe-Barth, JulieAnn Beddow and James Thompson have been added as trainers for upcoming mobbying/bullying training sessions.

At the meeting, the trainers reviewed slides for the sessions and will update them as needed. All trainers will meet again on April 16th from 1:00 – 2:30pm.

A training session held before the semester ends would be ideal for clerical staff with less than 12 month appointments. A room will be scheduled for this session. Carol Petersen offered to have employees attend DOR’s bullying training sessions being held in the fall. These sessions would be in addition to training the mobbying/bullying training required by the contract for clerical staff.

Contracted Services (Office Concepts invoices) update
Handouts were distributed regarding the Business Office report listing Office Concepts labor and materials charges from January – December 2013. The list details product that was purchased as well as installation charges. Mike stated that the use of Office Concepts services increased after 2009 when the carpenter shop was reduced by two positions. In addition, Mike noted that masonry and glass repair work formerly provided by carpenters has been put on hold.

This topic will be dropped from agenda items until a later date when additional information will be available and items on the Business Office listing can be broken down.

Desk audit of Continuing Education positions
A spreadsheet was distributed listing Continuing Education and Individual Studies positions during the last three years. Of concern is the perceived elimination of Merit positions and the subsequent addition of P&S and student employee positions. It was stated that the need for certain duties has decreased due to SIS, however Continuing Education is planning to fill one clerical position soon.

There was discussion regarding the job auditing process, in particular the differences between Merit and P&S duties. Michelle explained that duties must be performed over 50% time to move from one classification to another. P&S duties involve exempt duties, independent thinking, decision making and/or teaching. It was noted that the Board of Regents office makes the final determination on all Merit reclassifications. Likewise, the PEC (position evaluation committee) makes the final determination on all P&S reclassifications.

Michelle and Lisa will follow up with examining staff and student levels in Continuing Education.

Other
Mike will provide a listing to Susie for items that are recyclable and items that are not relating to the Tiny Trash program.

Adjournment
The meeting was adjourned at 4:10 p.m.

Respectfully Submitted,
Sandy Law
Human Resource Services